

**U.S. Bankruptcy Court for the District of Oregon**  
**ECF Common Mistakes**

<b>Common Mistakes</b>	<b>Remedy/Preventive Measure</b>
Incorrect version of LBF filed	Check the court's website for the most current version of the form.
LBF not completely filled out	Review LBF to ensure all the required information is filled out.
Documents filed in wrong case	The case number/name displays on each screen during an event. After entering the case number, confirm the correct case has been selected on the various screens during an event.
The incorrect event selected to file a document	Search the event lists available on the ECF webpage for the correct event. Use <Ctrl><F> to bring up the search screen and search the event list using keywords. Check the Online User's Manual for procedures to file the document. If unable to find a viable event or procedure, call the ECF Help Desk.
The debtor(s)' name(s) and case number missing from the document; judge designation incorrect	The debtor(s)' name(s) and case number are to be included in the caption on the first page of the document. Query the case number to confirm the judge designation on the document is correct. Portland Judges rotated Chapter 13 cases on January 1st and will rotate Bend cases in April.
Documents are not legible or incorrect document attached	Before pasting the file name of the document in the Browse window in ECF, right click on the file name and open the document in Adobe. View all pages and double check for complete information and signatures.
Affidavits/declarations filed in support of a motion filed separately	If filing a motion and supporting affidavits/declarations at the same time, the affidavits/declarations are included in the pdf document of the motion and not filed separately with an affidavit/declaration event.

Common Mistakes	Remedy/Preventive Measure
Documents missing electronic signature	All electronic documents are required to have an electronic signature in the following format: "/s/ Name of attorney/party" in all required places.
All parties named in the document not added at time of filing the document	Select and/or add all parties to the motion/complaint before continuing through the event. Please refer to the Style Guide located on the ECF Webpage for procedures to add parties.
More than one attorney from the same firm is associated to a party	Associate only one attorney from a firm to a party. Any authorized e-filing attorney from the firm can file documents on behalf of the lead attorney.
The ECF Help Desk line receives general case filing questions	To facilitate and expedite immediate help with ECF related filing questions, direct all general case filing questions to the Clerk's Office main phone number.
Incorrect abbreviations used when adding addresses for claimants	Please refer to the Style Guide located on the ECF Webpage for abbreviations and suggested acronyms.
Address on proof of claim for claimant differs from the address for the claimant entered on the claims register	The address on the proof of claim and the address for the claimant on the claims register should be an exact match. When searching for a party, if an exact match for the name and address are not found, add the creditor using the name and address on the proof of claim form. Always use the address for notices to be sent and not for payments.
LBF #302, Notice of Amended Claim, not attached to the amended proof of claim	In a Chapter 12/13 case, LBF #302 is required to be filed with the amended proof of claim. The preferred order of the documents is: LBF #302, amended proof of claim, and attached documentation, if any; for a total of five pages. LBF #302, Notice of Amended Claim, is NOT to be filed as a separate document.

Common Mistakes	Remedy/Preventive Measure
Incorrect designation of "Amended" on documents	A document should include "Amended" in the caption only if the previously filed document was missing information or was stricken.
Overall Evaluation	ECF participants are doing very well and we thank you for participating!!